

How-To Quit Your Job the Right Way



People are changing careers more often now, than ever before. It's said that the average American worker will change jobs four times before they retire. The model of working for the same company baby boomers are accustomed to still exists, but it's become less and less the norm.

Considering this trend, you're going to quit your job at least a time or two during your career. It's never a fun, or easy process but, it's inevitable for most. The key is going about it the right way. The last thing you want to do is leave a bad taste in anyone's mouth or, burn any bridges. We talked to the experts and they offered up their best advice which we've shared below.

Tell Your Boss Before Anyone Else

This probably seems pretty obvious but it's amazing how often it doesn't happen. The reality is you probably have colleagues you trust and confide in. They're the people you vent to, go to for advice, and who lend you an ear when you need to talk.

If you're thinking about quitting your job, you might be tempted to tell someone you trust, who isn't your boss. You trust them not to say anything. This is hardly ever a good idea, however. What happens is, the person you tell will likely share the news with someone they trust. Before you know it, the office rumor mill starts to churn, and your boss finds out you're planning to resign from someone else.

The consequences can be far reaching. At the very least, you'll leave a poor

lasting impression for your lack of professional courtesy. The worst-case scenario is that your boss feels slighted. When the time comes for your new employer to check references, your old boss might give you a less than glowing reference.

Have the decency to tell your boss you're planning to resign before you tell anyone else. It's the professional thing to do and, you won't risk any bad feelings down the road.

Give Ample Notice

One of the worst mistakes you can make when you're quitting your job is not giving enough notice. This can cause all sorts of problems for your employer and sends the message that your only concern is what's next for you.

If you plan on quitting your job, give plenty of notice. Even though the standard is two weeks, higher profile jobs might need more time.

Whatever you do, don't make your resignation too abrupt. It's only fair to your employer and your colleagues.

Come Up with a Transition Plan

Giving ample notice of your resignation is only part of a sound exit strategy. The next step involves giving status updates on important projects and, presenting a plan of action to keep things moving along in your absence.

If you have the time, offer to help train your replacement.

Providing your employer with a transition plan is a win-win for everyone. First, your boss and colleagues will truly appreciate your concern for creating as few waves as possible. Secondly, you virtually assure yourself a positive reference when the time comes.

Write a Proper Resignation Letter

Chances are you probably spent some considerable time writing a cover letter when you applied for your current job. The truth is, you should give just as much attention to your resignation letter.

This will be the last document that goes in your employee file so make it a good one. Writing a good letter of resignation shows your employer that you respect them and, have the professionalism to do things the right way.

The best resignation letters are brief, show genuine gratitude, provide a transition plan and are submitted well in advance of your final day.

Believe it or not, quitting your job the right way is a necessary skill in the modern workplace. You'll probably have to do it more than once. While it's never fun, and certainly not easy, it's something that can be done with grace and class. If you follow the steps outlined above, you'll not only ensure a smooth transition for your entire organization, you'll have a quality reference moving forward.